

CERTIFIED TAX REPRESENTATIVE APPLICATION

50 IAC 15-5-2 Sec. 2. (c) Individuals who apply for certification or recertification as a tax representative must furnish evidence to the department that they:

- (1) are at least eighteen (18) years of age;
- (2) hold a high school diploma or equivalent credential;
- (3) are a certified Level Two assessor-appraiser, but, after December 31, 2013, they must furnish evidence that they are a certified Level Three assessor-appraiser;

You MUST include the following attachments with your application:

- ☐ Birth Certificate or Driver's License (provides your age)
- ☐ One of the following: a high school diploma, GED credential, college transcript, or college diploma
- ☐ A copy of your Level Two assessor-appraiser certificate but, after December 31, 2013, you must furnish evidence that you are a certified Level Three assessor-appraiser; (may use continuing education report from DLGF as a substitute)

Please mail, fax or scan and email the necessary documents and application to:

Donna Bratcher, Administrative Assistant
Department of Local Government Finance
100 N Senate Ave Rm N1058
Indianapolis, IN 46204
Ph: 317) 233-0166
Fax: 317) 232-8779
dbratcher@dlgf.in.gov

PLEASE PRINT

Name of Applicant: _____

Address: _____

City, State Zip: _____

Daytime phone number: _____

Email: _____

County of Residence: _____

I understand that if I am certified as a Tax Representative, I am not being certified as an attorney and may not present arguments of a legal nature on my client's behalf. I also understand that legal issues relating to an assessment that may now exist or may be discovered at some time in the future will not and cannot be addressed by the certified property tax representative, and if not raised before the property tax assessment board of appeals may not be raised at a later stage of my assessment appeal.

Signature of Applicant _____ Date _____

Signature of Approving Authority _____ Date Approved _____